Preliminary AYP Report   Step-by-Step Guide

1. Go to the 2006 AYP State Department of Education website at
   http://www.sde.idaho.gov/dept/AYP2006.asp
2. Click on the link titled 2006 AYP Preliminary Reports and Appeals Site
3. Click on the button for District or Charter School
4. Select your district name from the drop down list
5. Select the name of one of the schools in your district
6. Enter the Superintendent's AYP password
7. Click on Login
8. Read the FERPA Agreement, click the button I Agree, and then the button Save and Continue

Getting acquainted with the Preliminary Report Page.

At this point the AYP school report should appear on the screen. The top of the page is cream colored and provides a brief review of what is on the page. The dark t blue column on the right side of the page will show you if the school made their AYP goals or where the school is on the school improvement timeline. On the bottom right of this column there are links for the appeals site, the field definitions for school improvement data, and the District AYP Preliminary Report.

The left side of the page, with light blue shading, lists the aggregate and disaggregated groups. Going across are three columns, in white, that list the important data for ISAT Reading, ISAT Math, and the 3rd Indicator. Please notice that the headers for the three columns have been shaded light blue and that there are two sets of column headers.

The first white row below the first light blue row of headers contains the total data for the school while the data that appears below the second row of light blue header contain data for the disaggregated groups in the school.

Links to check on AYP Preliminary Report page

Show All Students (top left block with light blue shading) Click on this link to view a list of all students used to determine data for AYP school calculations. See sample student population view included with sample screen shots.

Red Numbers , these percents indicate either the participation rate or the proficiencies not met. Click on this link and an explanation will appear showing the numbers used to determine the percent. Click on the link in the bottom left corner in this box labeled **See Student Detail**, to view a more specific list (including this subgroup) of the students used to determine the percent. If students are missing or scores for students are missing from this list you may want/need to submit an appeal.

Blue Numbers, these percents indicate that the percent tested or the percent proficient met the target with Ed. Flex. rules applied. Click on the underlined link to see how the percent was calculated.

Green Numbers, these percents indicate that the target was met through meeting the two tests of Safe Harbor. Click on the underlined link to see how safe harbor was met. Green percentages also mean that goal was made and provides more detailed information about the circumstances of making the goal.

After reviewing the data on the school page you may want to go to the link for the district, in the bottom right corner of the dark blue column, to view the AYP standing for the entire district.

-or-

You may want to start an appeal for one or more of the groups that had a percent showing in red. Appeals will only be accepted for schools. District results reflect the aggregate of all schools and subgroups within the district.

To start an appeal click on the link Go to the Appeals Site. This link is in the lower right hand side of the dark blue column. Please follow the instructions for AYP Appeals.

If your school is not going to file an appeal please email the AYP committee at AYP@sde.idaho.gov and let us know that your school will not be filing an appeal for 2005-06. Please include the District number and school name in the email.

AYP Appeals Instructions   **June 27-July 27, 2006**

1. **AYP Appeals Login Screen**. Select the District and the School from the drop down lists that have been provided. In the Password box enter the AYP password, provided to the superintendent, for the district.
2. **Adequate Yearly Progress Appeals Screen**. The District name and number as well as the School name and number will appear in the boxes provided.
   - Enter the name of the school contact person, the telephone number where this person may be reached between June 27 and July 27 and the email address where the contact person will send and receive emails during the same period of time.
   - Verify the email address for the contact person.
   - Read the Family Educational Rights and Privacy (FERPA) statement and click on *"I Agree" or "I Disagree"* button. (If "I Disagree" is clicked the program will end and the contact person will not be allowed to proceed with appeals.) Click on the button labeled *Save & Continue*.
   a. Contact person. Each school must have a contact person who will be available through the appeals process to answer questions, provide additional information, and receive notification of the appeal status. The contact person must also agree to keep the information on the appeals website confidential in accordance with federal FERPA requirements.

    b. The contact person will receive e-mail notification that an appeal has been initiated for the school, when the appeal for this school has been submitted for review and when the appeal for the school has been completed.

3. **Student Information Page**. The top of the screen will list the names of the students for the school and all information currently in the Class Roster File/Special Populations File (CRF/SPF) for this student. If the student does not exist in the CRF/SPF, the name for the student may be added at this time. Appeals should only be submitted where student data corrections are needed.

4. **Activate an Appeal**. Click on the appropriate button on the bottom left side of the screen by selecting *Add Appeal, Delete Appeal, Update Appeal, or View Appeal.* It will be possible to add, edit, view, or delete any appeal information until the school's appeal is submitted for review. When one of the four buttons on the bottom left side of the screen is clicked a new screen will appear.

5. **AYP Appeals Entry Form**. At the top of this screen the name and date of birth of the selected student will appear. The shaded area that follows contains the student details that are currently available for the student as reported in the CRF/SPF. (*This area is provided as information only and cannot be changed.*) The section labeled *Student Detail to be Modified* is where corrections to the student record are to be entered.

    a. Enter reason(s) for appeal. Using the list provided select the reason this student's data is incorrect. Documentation must be provided.

    b. Enter correct data. Current data for the student is shown at the top of the screen and is pre-populated into the center section. Correct all data for this student in the center section. Documentation must be provided.

    c. Save Student Data. When the information for this student has been corrected, click the *Save Student Data* button. It is also possible to print a copy of this screen by clicking on the *Print Screen* button or to cancel the appeal by clicking on the *Cancel* button.

6. **Another Appeal to Enter**. You may select another student to appeal or exit and come back later to complete your appeals for the school. *Selecting the Save & Exit* option does not submit your appeal for review.

7. **Submit Appeal(s)**. When all student data has been entered and/or corrected, review the List of Appeals Screen and submit the appeal(s) by clicking on the *Submit All for Review* button located at the bottom of the screen.

    a. A screen will appear asking if all student data appeals have been entered for this school.

    b. If the *Yes* button in clicked another screen will appear asking if you are ready to submit the schools appeal for review. If you click the YES button the appeal will be processed. ***Once an appeal is submitted for the school it will not be possible to enter, add, change, or delete any other information for that school.***

    c. A final screen will appear listing official documentation that will be needed in order to make the appeal complete and the address where the documentation must be mailed. ***E-mailed or FAXED documentation will not be accepted in accordance with FERPA regulations***.

     d. When you submit the appeals for review, you will no longer have the option to add, edit, or delete student information. You will be able to view, print, and monitor the status of the school's appeal.

     e. The contact person will be notified by e-mail that the appeal for this school has been submitted for review. This will include information on how and where to send paper documentation.

     f. *Appeals will not be reviewed until paper documentation has been received*.

8. **Appeal Review**. The AYP Appeals Committee will review the appeal for the school once the hard-copy paper documentation has been received. The school contact person may monitor the status of each appeal through the appeals website at https://seciis.sde.state.id.us/Appeals06/default.asp and will be notified by e-mail when the appeal for the school is complete. The Preliminary AYP Reports page for the school will be updated approximately 24 hours after notification has been sent to the school contact person.

9. **Preliminary District AYP Report.** This screen will be updated as school appeals are finalized. The elements of the district report will change as school appeals are processed.

10. **Appeals Window.** The appeals window will be open between 12 noon MDT June 27 and 5 p.m. MDT July 27. <u>All paper documentation must be postmarked no later than July 21, 2006 </u>to insure that all appeals may be processed by the end of the day on July 27th.

Districts with "needs improvement" schools must move forward in notifying parents of the choice and supplemental service options as soon as their appeals have been completed.